

# POWERFUL PRESENTATION SKILLS

A two-day highly interactive workshop for experienced presenters who now want to achieve maximum results from their presentations.



This workshop will help participants fine-tune their presentation delivery techniques and raise their performance level to enable them to make the most out of every presentation opportunity. Throughout the workshop participants will gain a wide range of practical experience including the delivery of four presentations. Each presentation will have a different challenge thus allowing the participants the opportunity to present in a number of different styles. Individual feedback from the trainer, the rest of the group and via video is also an essential element of the training.

## About Skillstudio

Skillstudio is one of the UK's leading providers of presentation skills training services. We are passionate about drawing out the best in people. Since early 2001 we have worked with thousands of people from over a thousand organisations throughout the UK and Europe. **Our client base now includes more than 50% of the FTSE100 companies.** Other clients include International Blue Chip companies through to SME's; Central Government bodies through to local borough & county councils; schools; colleges; universities; hospitals; and charities. In addition, we have worked with many private individuals on a 1-2-1 basis and on our open courses. We are also an approved external CPD training supplier for the Law Society of England & Wales.

## Workshop Objectives

- To develop a highly effective personal delivery style to create maximum impact
- To develop a more persuasive and impressive speaking style
- To know how to control your space and presence to build rapport and influence your audience
- To pace and structure material for maximum results
- To use language creatively to present a more powerful message
- To be able to deliver different styles of presentations for different audiences

## Workshop Outline - Day 1

### Analysis of Current Presentation Style

- Group warm ups
- Self-analysis of current presentation style
- Controlling nervous energy

### Presentation Practice (Prepared Presentation)

- Delivery (approx 5 minutes)
- Trainer feedback on effectiveness of delivery style

### Creating Greater Impact Through The Voice

- Developing a more confident and convincing voice
- Developing a greater range of expression in the voice
- Influencing your audience with the power of your voice

### Engaging With The Audience Visually

- Analysis of your visual impact on the audience
- Using body language to build audience rapport
- Developing your unique presentation style

### Presentation Structure, Style & Language

- Preparing a presentation within a time constraint
- Establishing the key message
- Applying structure and style effectively
- Using language to clarify and influence

### Presentation Practice - (Unseen Presentation)

- Delivery of presentation
- Analysis via trainer feedback and group discussion

## Day 2

### Spontaneity & Audience Awareness

- Thinking on your feet
- Developing greater command of your audience
- Gaining the attention and interest of the audience

### Presentation Practice - Set Presentation

- Adapting material to the needs of the audience
- Delivery of set presentation to a specific audience
- Analysis via trainer feedback & group discussion

### Presentation Practice - Business Topic

- Delivery of opening of presentation
- Feedback on first impressions on audience

### Taking Control Of Your Audience

- Tips on delivering to large and small audiences
- Managing the audience's expectations
- Dealing with difficult audiences

### Presentation Practice - Business Topic

- Final modifications
- Delivery of presentation
- Analysis via trainer feedback & group discussion

### General Feedback Session

- Individual assessment of progress achieved
- Personal action plans
- Overall workshop feedback

**Call us today on +44 (0)8456 444 150 to book your workshop**

## Public Workshop Dates: 2008

The dates for the **first** day (ie start date) of our 2-day public workshops in London are listed below:-

### London

|                     |                     |                     |                     |                     |                     |                     |                    |                     |                     |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|---------------------|---------------------|
| <b>Mar-08</b><br>18 | <b>Apr-08</b><br>22 | <b>May-08</b><br>20 | <b>Jun-08</b><br>19 | <b>Jul-08</b><br>16 | <b>Aug-08</b><br>13 | <b>Sep-08</b><br>11 | <b>Oct-08</b><br>9 | <b>Nov-08</b><br>11 | <b>Dec-08</b><br>11 |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|---------------------|---------------------|

### Workshop Fee - £647 + VAT (£760.23 inc VAT) includes:-

- ✓ Two day highly interactive advanced level workshop
- ✓ Numerous opportunities to present and get feedback
- ✓ Personal coaching from an expert trainer
- ✓ Workshop manual full of practical advice
- ✓ Ongoing adhoc support by email
- ✓ Refreshments and sandwich lunch on both days

### Bookings

To make a booking for any of these public workshops please contact us via Email at public@skillstudio.co.uk or via telephone on +44 (0)8456 444 150 and we will be happy to check availability and forward you an application form.

### In-Company Workshops

Our in-company workshops are held at your company location (anywhere in the UK). They are a more cost effective alternative for 4 or more attendees. Our fees for the two day workshop for up to 6 people are from £2380 (exc VAT).

#### Workshops can also be adapted to meet your specific requirements.

To discuss your requirements in more detail or to make a workshop booking, please contact us via Email at inhouse@skillstudio.co.uk or via telephone on +44 (0)8456 444 150.

### Client Feedback on Skillstudio Courses

*The course was really useful and the trainer was very lively which made it enjoyable. This was the best training I ever had in 6 years.*

#### National Consumer Council

*An excellent instructor, with the ability to keep all of us enthused throughout the 2 days. This is probably the best training that I have ever been on.*

#### NR International

*Excellent course. Most useful presentation course I've been on - as it involves practical experience.*

#### Laing O'Rourke

*A great course, I was fully engaged and interested throughout.*

#### Royal Bank of Scotland

*It gets you involve right from the start. It was informal, friendly but very focused. Trainer was funny, charming and very experienced.*

#### Cable & Wireless

*I found the course extremely useful and the skills I learnt invaluable. My other delegates were as equally impressed as I was. Thank you again.*

#### British Heart Foundation

*One of the best courses I have attended. The pace is a key part since the emphasis is continually on "doing" rather than "thinking about doing."*

#### AAH Pharmaceuticals

### Client List

BT Group  
Shell  
BBC  
CNN  
Astra Zeneca  
GSK  
LloydsPharmacy  
P&O Group  
Lloyds Bank  
Nationwide  
Tesco  
John Lewis  
Sony Music  
Lifesearch  
McKesson  
UK Passport Service  
Royal Bank of Scotland  
HBOS  
Vodafone  
Home Office  
Cardiff County Council  
Staffordshire County Council  
Wandsworth Borough Council  
HPA ... and many more

### Skillstudio Training Services

#### Public Workshops in:-

Public Speaking & Presentation Skills (3 levels), Communication Skills, Vocal Impact, Body Language, Job Interview Technique

#### One-to-One Coaching and In-Company Training in:-

|                     |                 |                      |                                |                     |
|---------------------|-----------------|----------------------|--------------------------------|---------------------|
| Presentation Skills | Public Speaking | Communication Skills | Questioning & Listening Skills | Interview Technique |
| Media Skills        | Assertiveness   | Chairperson Skills   | Body Language Awareness        | Facilitation Skills |
| Telephone Technique | Vocal Skills    | Accent Softening     | Elocution                      |                     |